

SOCIETY OF CIVIL ENGINEERS

2011 - 2012

OFFICER MEETING MINUTES

September 22, 2011

11:10am-12:00pm

Room 13-118

LAST MEETING: Officer Meeting
September 16, 2011

NEXT MEETING: General Meeting
September 28, 2011 6:00pm

FUTURE MEETINGS: General Meeting *October 12, October 26*

- **BUDGET**
 - **Everyone** – Each officer requested a specific amount of funds with which to complete their duties for this year.
 - **Treasurer** – Requested a breakdown of each officer’s budget to be sent via email.
- **GOALS**
 - **Recording Officer** – Revisited the goals that were established in the previous officer meeting, and reviewed a proposed list of action items for each goal.
 - Certain action items were discussed and the goals will be expanded upon using an email collaboration system among the officers.
- **FIRST MEETING**
 - **Membership Representative** – Discussed membership duties to be filled by assisting officers during the first meeting. Reviewed the logistics for expediting the sign-up and food lines.
 - **Marketing Director** – Distributed flyer samples to be reviewed by the group before posting around campus. Discussed class visits to advertise the first meeting.
 - **Social Director** – First meeting activity will consist of officer introductions. Discussed more personal activities to allow members to meet more people.
 - **Social Director** – The food for the meeting is all taken care of. There will be a vegetarian option available. There should be plenty of food for every attendee.
 - **Executive V.P.** – There are no new details about the info session with the speaker.
- **CE 111**
 - **President** – Talked about CE 111 presentations and established which officers will be attending this week.
- **CALENDAR**
 - **Events V.P.** – There are many events in the works for this quarter and subsequent quarters.
 - SCE Bowling night is planned and there will be food provided for attendees.
 - The SCE/SENVE Bonfire is planned for Friday Oct 7 at Avila Beach.
 - Tentative details about three other possible events in the near future. Still awaiting confirmation.
 - **President** – ASCE National Conference details will be sent out later today

- **NEW BUSINESS**

- **President** – Possible on-campus social event in conjunction with SCE recognition for winning the Robert Ridgway Award.
- **Executive V.P.** – The company contact list validation deadline has been pushed back. Discussed potential problems that may arise when tracking down companies and solutions to those problems.
- **Community Service V.P.** – Going to wait for member input to start planning community service events other than the annual events that are already being planned.
- **Recording Officer** – Will send out meeting minutes to be posted on the website.
- **Sports Director** – Pick-up soccer has been moved up one hour because of Senior Design meeting.
- **President** – Closed the meeting.